



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

INFORMATIONAL LETTER NO.1275

DATE: August 7, 2013

TO: Iowa Medicaid Home and Community Based Services (HCBS) Individual Consumer Directed Attendant Care (CDAC) Providers, Consumer Choices Option (CCO) Employees, Independent Support Brokers, Case Managers, Department Service Workers and Fiscal Management Service Providers

ISSUED BY: Iowa Department of Human Services, Iowa Medicaid Enterprise (IME)

RE: Background Check Fee

EFFECTIVE: July 1, 2013

As part of the Senate File (SF) 446, cost savings and cost avoidance strategies have been mandated by the legislature and incorporated into the budget for the Medical Assistance program. One cost avoidance strategy mandated states that the IME will no longer pay for an unlimited number of background checks for individual CDAC providers and CCO employees. At this time, Iowa Medicaid will continue to pay for the initial background check required for enrollment as a provider of services pursuant to the Code of Iowa 135C.33; however the cost of processing any subsequent background check will be the sole responsibility of the individual CDAC provider or CCO employee.

Instances in which individual CDAC providers or CCO employees will be required to submit payment for processing include, but are not limited to:

- The initial background check has expired due to applicant failure to submit necessary paperwork within the designated timeframe.
- An enrolled individual CDAC provider or CCO employee has had criminal convictions or been placed on an abuse or sexual offender registry since the initial background check.
- A CCO employee chooses to work for another Medicaid member participating in the CCO program.

The IME Provider Services Unit will request submission of a \$15 check or money order when additional background checks are required. If the Provider Services Unit fails to receive payment or receives notification that a check has been returned due to insufficient funds, enrollment as an individual CDAC provider or employment within the CCO program will be jeopardized.

If you have any questions, please contact the IME Provider Services Unit at 1-800-338-7909 or locally in Des Moines at 515-256-4609 and choose Option 2.